



Homeland
Security

Privacy Office, Mail Stop 0655

June 18, 2013

Mara Berg
MuckRock News
DEPT MR 4938
PO Box 55819
Boston, MA 02205-5819

Re: **2013-HQFO-00752**

Dear Ms. Berg:

This acknowledges receipt of your Freedom of Information Act (FOIA) request to the Department of Homeland Security (DHS), dated June 13, 2013, and seeking all documents or memos regarding guidelines for appropriate office apparel. Your request was received in this office on June 14, 2013.

After careful review of your FOIA request, we determined that your request is too broad in scope or did not specifically identify the records which you are seeking. Records must be described in reasonably sufficient detail to enable government employees who are familiar with the subject area to locate records without placing an unreasonable burden upon the agency. For this reason, §5.3(b) of the DHS regulations, 6 C.F.R. Part 5, require that you describe the records you are seeking with as much information as possible to ensure that our search can locate them with a reasonable amount of effort. Whenever possible, a request should include specific information about each record sought, such as the date, title or name, author, recipients, and subject matter of the records, if known, or the DHS component or office you believe created and/or controls the record. The FOIA does not require an agency to create new records, answer questions posed by requesters, or attempt to interpret a request that does not identify specific records.

Please resubmit your request containing a reasonable description of the records you are seeking. Upon receipt of a perfected request, you will be advised as to the status of your request.

If we do not hear from you within 30 days from the date of this letter, we will assume you are no longer interested in this FOIA request, and the case will be administratively closed. Please be advised that this action is not a denial of your request and will not preclude you from filing other requests in the future.

Your request has been assigned reference number **2013-HQFO-00752**. Please refer to this identifier in any future correspondence. You may contact this office at 1-866-431-0486 or at 202-343-1743.

Sincerely,

A handwritten signature in blue ink, appearing to read "Amy Pugh". The signature is fluid and cursive, with the first name "Amy" being more legible than the last name "Pugh".

Amy Pugh
Senior FOIA Program Specialist